Step by Step - Installing Horizon 7.5.4

You will need to have an administrative login on the computer to install and use Horizon.

1. Installing Horizon Client
    a. Insert disk, or contact CEFLS Automation Department if you don't have one.
    b. If you see an option to run "browser," accept this choice.
    c. If that option does not appear, navigate to CD/DVD drive and double click on the browser icon (not the one that shows a gear, the other one). Allow it to run if prompted
    d. After a few minutes (it seems like nothing is happening), the Horizon install program appears.
    e. Choose "Install Horizon 7.5"
    f. Choose "Horizon Client"
    g. You may get a message that Java needs to be installed. If so, do not accept this choice. You will need to install Java from the Java website (https://java.com/en/download/) afterwards.
    h. Click Yes to agree to the license agreement. Click Next.
    i. In the screen that appears, Administration and Staff should be checked on the left and AdHoc Reports on the right. Uncheck the other options on the right.
    j. Click Next, then Next.
    k. Unclick the "Start Horizon" box and click Finish.

2. Installing and Setting up Microsoft Open Client
    a. To install Microsoft Open Client, you should be on a screen that has the option to install Third Party Products.
    b. At the screen that shows the third party products, choose "Microsoft Open Client"
    c. Choose all the defaults to install this, and if prompted to restart, go ahead.
    d. After the restart go to Start and choose "All Programs"
    e. Find Microsoft SQL Server, and click on Client Network Utility
    f. Go to the Alias tab.
    g. Click Add
    h. Choose "TCP/IP" on the left.
    i. Type Horizon in the Server Alias blank at the top.
    j. For the Server Name, type 64.19.75.210, replacing what is in the blank.
    k. Uncheck "Dynamically Determine Port Number"
    l. Type 5000 in the Port Number Blank.
    m. Click OK, Apply and OK and the window should close.

3. First Login
    a. Double click on Horizon icon on desktop
    b. Fill in User with your User name. Call CEFLS if you don't know what it is.
    c. Fill in Password with your Password. Call CEFLS if you don't know what it is.

    d. For Server, choose "Horizon"

    e. A box pops up for Server Login. This should happen only the first time you use Horizon on your login on this computer.

    f. For Server, Horizon should be in the blank.

    g. For Login, type XXXStaff (where xxx is your library's 3-letter location code). Use capitals for the first 4 letters. No spaces.

    h. For Password, type hzstaff, all lower case.

    i. Now you are back to the main login. Choose horizon for the Database blank. If you wish to increase font size, click Options and make changes there. Click OK to login. If an upgrade is offered at this point, agree to the upgrade, then log in again.

4. Final Details

    a. To prevent Horizon from being disconnected, disable power saving settings on the computer by going to the control panel.

    b. Search at the top for the Power options.

    c. Change all settings that would turn off the display or put the computer to sleep to "Never" when plugged in.

    d. The first time any fines pop up, you will see a dialog box for the "cash drawer." You can make this happen by bringing up a patron that you know owes fines, or bring up the CKO window, then go to the File Menu, and choose "Change Workstation ID". Fill in anything in the blanks and click OK.